



STAFF AND STUDENT HANDBOOK



Our School:

Welcome to Cestria. We are a large primary school with approximately 420 children. We operate a two form entry system. We employ 15 teachers (plus the Deputy Head Teacher) and 18 Learning Support Assistants (LSAs).

Cestria is a happy school and we provide an exciting, varied curriculum to engage, motivate and challenge our children.

Headteacher: Mrs Lorraine Gowland/Mrs Bentham

Deputy Headteacher: Mrs Nicola Bentham/Mrs Kym Robson

Our Classes:

Nursery	Little Comets (2-4 year old provision)	Miss Anna Rogers/Mrs Kym Robson
Reception	Little Stars	Miss Jamie Robson
Reception	Little Moons	Mrs Helen Bowery
Year 1	Pluto	Mr Michael Smith
Year 1	Neptune	Mrs Gemma Taylor/Mrs Carole Devlin
Year 2	Saturn	Miss Jayne Behenna
Year 2	Jupiter	Mr Jonathan Walker
Year 3	Phoenix	Mr Adam Wilson
Year 3	Aquarius	Miss Hannah Gibbons
Year 4	Titan	Mrs Ann Wright
Year 4	Apollo	Mrs Katie Ward
Year 5	Gemini	Mr Joe Gowland
Year 5	Hercules	Mr Gary Duncan
Year 6	Orion	Mr Ross Wilkinson
Year 6	Pegasus	Mrs Toni McGee

The School Day:

Year Group	Start Time	Register	Lunchtime	Home time
Nursery	8.30am	8.45am	11.30-12.30	3pm - Nursery (from nursery gate)
Reception	8.30am	8.45am	12.35-1.20pm	3pm - Reception (main entrance)
Year 1	8.30am	8.45am	12.35-1.20pm	3.10 - Y1 (main entrance)
Year 2	8.30am	8.45am	12.35-1.20pm	3.15 - Y2 (opposite church)
Year 3	8.30am	8.45am	11.45-12.30pm	3.17 - Y3 (opposite church)
Year 4	8.30am	8.45am	11.45-12.30pm	3.19 - Y4 (opposite church)
Year 5	8.30am	8.45am	11.45-12.30pm	3.21 - Y5 (opposite church)
Year 6	8.30am	8.45am	11.45-12.30pm	3.23 - Y6 (opposite church)

Entering School:

The school gates (middle gates) will be opened at 8.30am. This is supervised at all times. Teaching assistants also supervise the yard and the areas surrounding school on a rota basis.

The children come straight into the classroom where the teacher will supervise them. Staff have Early Morning Activities for the children to complete which enables a smooth start to the morning.

Register:

Registers are taken at 8.45am using SIMS. Please leave the SIMS register open until 9.30am so any children who are late can be marked in.

The office will contact parents after 9.30am if an absence has not been explained. Please keep a list of children who are absent on a whiteboard that can be brought outside in case of fire/fire drill.

Attendance rates in school are high – our children love to come to school, however, if you have any concerns about attendance and/or punctuality, please speak to the Head Teacher.

We have a PSA (Parent Support Officer), Claire Donnelly, who works with families if required.

Playtime:

Each member of the teaching staff supervises the playground on a designated day alongside the TAs (see rota). Staff should take the children out to the playground and collect them afterwards. **Children should be lined up in register order at all times.** If you are the first member of staff outside please wait until the member of staff who is on duty arrives. TAs wait in the yard until all children have returned to their classes.

Play equipment should be supervised at all times.

There are no bells to indicate start/end of play or lunch time.

Fruit is provided for all KS1 children.

First aid boxes are situated around school and should be taken into the yard at playtime. Lunchtime supervisors are responsible for maintaining them.

Home Time:

The children collect their coats and line up. The teachers in Years 2-6 escort the children to the zebra crossing and take them across the road. Staff lead their class and line up along the railings. Once every child is lined up, parents are invited to collect them.

Reception and Year 1 exit school via the main entrance.

All staff are required to wear a high visibility jacket at home time.

Please make sure all children are collected by their parents before you return into school. In the event of any child(ren) not being collected, they should be brought back into school. Please notify the office staff who will contact parents. Staff should remain with the children until they are collected.

Safeguarding: We have some named children who are collected from the main entrance due to safeguarding issues. The office holds a list of names. These children should be brought to the main entrance by a member of staff at their designated home time. It is vital that you familiarise yourself with these children.

Safeguarding:

Anyone working in school must have an up to date DBS.

All visitors must sign in/out at the main reception using the Inventory system. Anyone working in school must read and sign our staff and student induction forms (see Appendix) - all forms must be signed and returned to the Head Teacher and will be held in your staff file. Volunteers and students are also required to complete the induction form. These should be handed to the office staff and will be held in the main office.

It is vital that you read our safeguarding policy (including our whistleblowing policy, code of conduct and Keeping Children Safe in Education Part 2). Policies are available to view on our school website – www.cestria.durham.sch.uk, alternatively, paper copies are held in the main office.

If you have any concerns please speak to the Head Teacher, Deputy Head Teacher or Mr Gary Duncan.

Our Designated Safeguarding Lead is the Head Teacher. Our Deputy Safeguarding leads are Mrs Robson, and Mr Duncan.

Through following our school code of conduct and part 2 of the Teacher Standards you will also be safeguarding yourself. If you have any concerns regarding staff you must report these to the Head Teacher.

CPOMS:

We use CPOMS to record safeguarding issues. At induction, an account will be created and training organised.

Please raise any concerns directly with a DSL in person or, if necessary, via email. These will be recorded on CPOMS.

CPD:

You will receive regular training and updates in relation to safeguarding including Keeping Children Safe in Education and Prevent. This is embedded into the school's CPD provision across the year.

Acceptable Use Policy:

At induction, you will be asked to sign our acceptable use policy. Each class has their own school iPad.

Policies:

Copies of all policies are on our school website and are on the DLG. Please make sure you familiarise yourself with them. Paper copies are available in the main office.

Website:

We have a comprehensive website. The address is: www.cestria.durham.sch.uk.

It is vital that you make yourself aware of the children who cannot have photographs sent out of school. Lists are available in class monitoring files and also in the documents section of CPOMS.

Class Dojo:

We use Class Dojo which is a parental engagement app. Photographs, videos and messages can be sent to parent's mobile devices. We encourage this to be done frequently to enable our parents to see what their children have been doing in school.

Again, it is vital that you make yourself aware of the children who cannot have photographs sent out of school. Lists are available in class monitoring files and in the documents section of CPOMS.

E-Safety:

All staff need to be aware of the school's e-safety policy.

Office 365/DLG:

At induction, an Office 365 account will be created which will generate a school email address. All documents and planning are stored here. It is also our main method of communication across school.

Students: If you require access to the school network, please see Miss Behenna who will create a temporary username and password to use during the period you are in school. This will be deleted at the end of your placement.

Educational Visits

All educational visits need to be requested via EVOLVE and authorised by the headteacher. Miss Jamie Robson is the co-ordinator.

Feedback:

Please familiarise yourself with the school's feedback and marking policy. A copy is available on the DLG for your reference.

Health and Safety:

The Health and Safety File is kept in the School Office. Please make yourself familiar with fire procedures (displayed in all rooms next to the door) and the positioning of fire alarm buttons and extinguishers. A copy of the school's fire evacuation procedure is available on the DLG for your reference.

Fire drills are held each term. In the case of a drill or a fire, a bell will ring continually.

In the event of a fire, office staff will give a paper copy of your class register to your fire evacuation point. Remember to bring your whiteboard out with the names of any absent children (See Registers)

Parking:

Space is very limited so unfortunately there is no parking on site. Please park in one of the car parks opposite the school. Please note they are pay and display.

Medical Details:

The Medical Registers are kept in the main office (an additional EYFS copy is held in the EYFS department). A comprehensive list is also distributed to staff which is to be held in the classroom (this is highly confidential and should be kept hidden from sight).

Inhalers are kept locked in the medical cupboard within classrooms (KS1) or in the child's tray (KS2). There is a first aid box in each department and also in the main hall. Epi-pens are stored in the locked first aid boxes in the main stockroom.

The paediatric first aid trained staff are – Mrs Robson, Miss Shaw, Miss Hutton, Mrs Morrish, Mr Wilkinson, Miss Rogers, Miss Robson, Mrs Brewis, Mrs Wilson, Mrs Ward, Mrs Ainsley and Mrs Gibson.

Medical training, including asthma, EpiPen and Diabetes, is provided at regular intervals (or upon request).

Class Record Files:

Class monitoring files are kept in the classroom. They include all the relevant details you should need about the children including SEND reports. Please consult the year group partner if you require any additional information.

Planning:

Weekly planning is produced by each year group. Please consult your year group partner for further information. This is then uploaded to the Cestria staff OneDrive. This must be on by Sunday for the upcoming week.

Cestria Extra:

We have breakfast and after school child care operating from the premises. The club operates from the main hall. Children who attend after school care will be collected from the classroom at the end of the afternoon session. Miss Eleanor Shaw is the manager.

After School Clubs:

Jamie Robson co-ordinates all our after school clubs. Please consult her if you require further information.

Staff Absence:

Staff should notify the school of absence on the first day of illness, and the likely duration.

Please ring school between 7.45-8am

Cestria – 0191 3882483 or Nicola Bentham – 07717 368194

Please ring into school to speak to the head teacher or deputy head teacher by 2pm on your first day of absence to update.

Please complete a sickness form upon return to school – these can be collected from the school office. A back to work meeting will be held upon return.

Illness/Accidents:

In case of accident or illness in school please inform the Head Teacher or Deputy Head Teacher. The office staff will contact the parent if necessary.

Behaviour Management:

The school promotes and maintains a positive, happy learning environment for all children. We treat the children with respect and deal with incidents in a calm, controlled manner. We expect high standards of behaviour and generally the children conduct themselves very well.

If you are concerned about the behaviour of any of the children, or you require assistance, please inform your year group partner, DHT or HT.

Collecting Money and Forms:

Parent Pay is our main method of payment within school. If money is sent into school (ie charity fundraisers etc), please put any money (or forms) in a box and send them to the School Office. Notes regarding medical appointments, holidays or pupil absence should also be passed on to the office.

Display:

Children's work should be displayed as a focal point of learning as a learning wall. It should be visually stimulating and double mounted appropriately. An interactive approach through a learning wall is essential and should include careful and varied use of language, posters and artefacts etc. to label, pose questions and stimulate further enquiry.

Handwriting:

The children are taught a joined, cursive script from Reception. Please ensure you model the same script when marking work, labelling or demonstrating writing to the children.

Medicines:

Medication is given by a TA after the parent has completed a written consent form (available from the office).

Allergies/Anaphylaxis:

Emergency Kits kept in main office in line with Benedict's Law (see managing allergies policy).

It is the responsibility of the adult to inform the office upon arrival of any allergies they have.

Valuables:

Please keep your valuables safe when you are in school as we cannot accept responsibility for any loss, theft or damage.

Staff:

Lorraine Gowland	Head Teacher
Nicola Bentham	Head Teacher/Deputy Head Teacher
Kym Robson	Deputy Head Teacher/EYFS Lead

KS1:

YR Jamie Robson	Little Stars	PE Lead/Extra Curricular Lead
YR Helen Bowery	Little Moons	MFL Lead
Y1 Michael Smith	Pluto Class	Computing Lead
Y1 Gemma Taylor PT	Neptune Class	History Lead
Y1 Carole Devlin PT	Neptune Class	Maths lead
Y2 Jayne Behenna	Saturn Class	KS1 Leader/RE Lead
Y2 Jonathan Walker	Jupiter Class	Science Lead/Mental Health and Well-being Lead

KS2:

Y3 Adam Wilson	Phoenix Class	
Y3 Hannah Gibbons	Aquarius Class	
Y4 Ann Wright	Titan Class	Geography Lead
Y4 Katie Ward	Apollo Class	SEND/CO
Y5 Joe Gowland	Gemini Class	Computing Lead
Y5 Gary Duncan	Hercules Class	Music Lead
Y6 Ross Wilkinson	Orion Class	English Lead
Y6 Toni McGee	Pegasus Class	Art and DT Lead

LSAs:

Carly Newby, Kathryn Scott, Eleanor Shaw, Erin Nicholson, Janice Leask, Jane Holland, Brenda Brennan, Sharon Ainsley, Julie Morrish, Julie Ingham, Lynsey Leitch, Trish Brewis, Jade Benson, Leanne Johnson, Michelle Hunter

Caretaker:

Mark Jones

Office Staff:

Sharon Smith
Joanne Hutton
Allison Gibson

Code of conduct:

1 Principles

All employees of the school have a responsibility to ensure they comply with this Code along with any other approved policies or procedures in use within the school. Employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to governors, councillors and fellow employees with impartiality. Where applicable this Code will also apply to agency workers, contractors, consultants or third parties providing work or services for, or on behalf of, the school e.g. private nurseries, after school clubs, out of hours organisations.

Code of Conduct (maintained school)

2 This Code meets the recommendations of the Nolan Committee's Standards in Public Life, establishing the Seven Principles of Public Life, which are:

- Selflessness - You must act solely in terms of the public interest and not in order to gain financial or other material benefits for yourself, family, or friends.
- Integrity - You should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- Objectivity - You must make choices on merit when making decisions on appointments, contracts, or recommending rewards and benefits for individuals.
- Accountability - You are accountable for your decisions and actions to the public and you must submit yourself to whatever scrutiny is appropriate.
- Openness - You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.
- Honesty - You have a duty to declare any private interests relating to your work and you need to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership - You should promote and support these principles by leadership and example.

When working on behalf of the school you must:

- act in the interests of the school when carrying out your duties, and in accordance with the principles of public life
- comply with the school service requirements, policies and standards, procedures, legislation and other professional standards which apply to your role
- declare to your headteacher any potential or actual conflicts of interest or relationships that may impact on your work, or that of the school
- report any concerns or breaches of this Code, or any other school policies, to your headteacher
- ask your headteacher if you are unsure what is required of you

In addition to this policy, teachers must also adhere to:

- the terms and conditions outlined in the School Teachers Pay and Conditions Document (STPCD)
- the Teachers Standards which are set out by the Department for Education (DfE). These cover both teaching standards and personal and professional conduct. Teacher's performance will be regularly reviewed against these professional standards

Responsibilities

It is your responsibility to familiarise yourself and comply with this Code and all relevant school policies and procedures. If you are in any doubt about your responsibilities, you must seek clarification from your headteacher.

Induction Checklist

Name: _____ Date of Induction: _____

Please read our staff handbook which is available on our website: www.cestria.durham.sch.uk and complete the following checklist and return to the school office for inclusion in staff files.

Please tick to indicate these have been read:

- ☐ Safeguarding and Child Protection Policy and Procedure
- ☐ Keeping Children safe in Education
- ☐ Code of Conduct – staff
- ☐ Online safety
- ☐ Whistleblowing
- ☐ Promoting Positive behaviour
- ☐ Emergency Evacuation Procedures inc. Fire Safety
- ☐ Health and safety
- ☐ Low Level Concerns
- ☐ Allergy management policy inc. Benedicts Law

Staff Acceptable Use Policy (Staff to read, copy and sign to be kept in staff file)

Upon arrival in school, please present your DBS to our office staff – Access to school will not be allowed until this has been provided.

If you require any further information please email the school office – s.smith105@cestria.durham.sch.uk

Signed (Employee): _____

Date: _____

Signed (Office): _____

Date: _____